

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY HOHENWALD

2021 Governor's Investment in Technical Education (GIVE 2.0)

Partnering to GIVE Careers in a Year

Tennessee College of Applied Technology Hohenwald, Lead & Fiscal Agent

IN PARTNERSHIP WITH:

Southern Middle TN Workforce Board/ South Central TN Development District

Perry County Schools and Wayne County Schools

Hassell and Hughes Hardwood and C'Wood Lumber

Kelli Kea-Carroll, Project Director

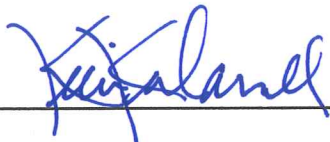
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Funding requested:

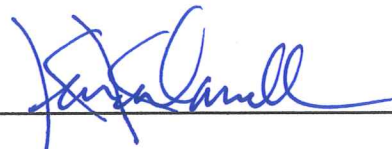
\$ 1,000,000

X



President of Higher Education Institution, Fiscal

X



Project Director, Lead Entity

GIVE 2.0 Grant Proposal

Section 1. Demonstration of Need

The grant proposal, Partnering to GIVE Careers in a Year, of the Tennessee College of Applied Technology Hohenwald (TCAT-H) Governor's Investment in Vocational Education (GIVE), focuses on the priorities in the South Central area related to Forestry & Agriculture. to include funding a Forestry & Ag Program implementation Wayne County, to establish a Forestry & Agriculture Technology secondary option for Dual Enrollment at both in Perry County and Wayne County High Schools, to purchase much needed industry equipment for the Forestry and Ag Technology Program(s) and to renovate a permanent facility site for the Forestry & Ag Technology Program in the Waynesboro/Collinwood area. Additionally, the GIVE Grant will seek to fund a First Responder Certification in the high schools and to add another recognized "Customer Service" industry certification, and add an EPSO Coordinator.

In meeting with multiple related industries, TCAT-H proposes to implement a Forestry & Ag Technology Program on the main campus, which will begin Fall of 2021 and offer an expansion in Wayne County to be located at the Wayne County Industrial Park, which will ensure a strong future workforce to support forestry & agriculture in Southern Middle Tennessee. The TCAT Hohenwald is working on established Forestry & Ag Technology Program at the main campus to address and assist with workforce needs of area forest related industries. In our South Central area many major employers are related to various types of Forestry, Agriculture and wood products, such as Hassell & Hughes and C'wood Lumber in Wayne County TN. Each of the counties in the south central area continue to exhibit an ominous need for Forestry and agricultural technicians with fundamental competencies in forestry and agriculture, to include: basic electricity, motors, mechanical drives, hydraulics and pneumatics, operation of heavy

equipment, and business. Graduates of the Forestry & Ag Technology Programs will be used to fill entry level forestry and maintenance technician and related forestry worker positions at Hassell & Hughes, C'wood Lumber, Brown-Foreman, Crews Sawmill and Lumber, and many other local industries within the south central region. The grant will be utilized to purchase additional state of the art training equipment to further enhance training opportunities of the Forestry & Ag Technology Programs with the input of area industry. Also with the assistance of an industry partner Hassell & Hughes, an option of forklift training will be offered. The expansion of training, will work to address a noted current skills gap in the south central region.

TCAT-H worked with government leaders in Wayne County to secure a permanent site location for the Forestry and Ag Technology Program in Industrial Park of Wayne County. The building is on a 3.5 acre plot in the center of the Industrial Park and located next to the future UT Agricultural Center. For the purpose of funding, the building will require minor facility renovations to add HVAC and ADA compliant bathrooms to the classroom shop/lab area.

Both Wayne and Perry County will be of primary focus in the proposal with Perry County identified as a "Distressed" County and Wayne County being designated as an "At-Risk," evidencing the sustained need of secondary and post-secondary education. The two counties, Perry and Wayne rely heavily on the "natural resources" of Forestry as an economic driver of workforce development. The Forestry & Ag Technology Program would work to assist the foundational workforce base and alleviate the recognized need and lack of skilled, qualified related worker. The Directors of Schools, Director Marlon Davis and Director, Eric Lomax, as well as the CTE Directors, Ms. Ginger Cagle and Mrs. Heather Warren, have voiced support, along with the Mayors, Jim Mangubat and John Carroll. In working with Perry County Schools and Wayne County Schools, the School Systems see an immediate need to enhance and improve the technical

secondary career pathway programs of Forestry and Agriculture from a secondary perspective to a post-secondary at TCAT Hohenwald. The grant proposes to procure several pieces of forestry and ag related equipment to include forklift, basic sawmill, multiple simulators and tractor.

According to the Tennessee Department of Economic and Community Development, training the workforce of today and educating the workforce of tomorrow is one of the state's top priorities with a special emphasis placed on STEM to ensure related industries have a steady pipeline of well-prepared applicants streaming from the secondary to post-secondary system that are equipped for successful employment. The curriculum of the Forestry & Ag Technology Program at TCAT-H includes a knowledge of forestry, agriculture and maintenance with the awarding of the Forestry Worker Certificate in the first trimester. As the students' skill-base progresses, advanced agriculture, forestry and maintenance skills are offered in 2nd & 3rd trimester. A quality technical skill training program in forestry and agriculture is of great demand with graduates being prepared in highly skilled in sought after competences, prepared for employment in areas of high wages. The program also includes TCAT Worker Ethics in Diploma preparation.

For several years, the economic development coordinators of both Perry and Wayne Counties have recognized a need and shortage of qualified workers in the forestry-related industry. In the Spring of 2021, The Tennessee Forestry Association approached TCAT Hohenwald about developing the program offering in Tennessee. TCAT Hohenwald responded to the need and will have a Forestry & Ag Technology Program at the main campus as a new program offering. With the continued increase in growth of forestry and ag related positions, the demand for skilled workers or technicians has only increased. Many of the forestry-ag related employers attempted to recruit directly from schools, but the employers felt the workers were unprepared. All of the employers expressed a hiring benefit from a formalized educational, training program like TCAT

for skilled employment. Employers noted being more satisfied in hiring dual enrollment high school graduates with technical training, as the grant proposes with the high schools.

The 2020 LEAP Report by the Tennessee Department of Economic and Community Development reports to meet the needs of this more sophisticated work environment, employees must demonstrate increasingly advanced critical thinking and skill-based competencies through industry-recognized certification and postsecondary credentials. Economic development models have predicted that nearly two-thirds of all jobs in the coming decade will require a postsecondary credential to signal mastery of relevant competencies. The Forestry & Ag Curriculum proposes an educational program that targets occupational skill training, coupled with basic skills/workforce readiness training as well as career preparation and guidance resultant in the earning of an industry credential. The program provides high skills training to achieve proficiency in competencies, with an integration of applied math and an embedded worker ethics curriculum to adequately prepare a student as a qualified, quality skilled employee. For students requiring additional assistance, career counseling/guidance is provided through TCAT-H Student Services and our workforce grant partner, South Central Development District who administrates WIOA 6 and 10 through the local American Job Centers.

The 2020 LEAP Report identifies Forestry and Agriculture as an Occupational Group with High Employer demand in one or more regions. Also with the Forestry and Ag Technology Program would be the occupations of Installers, Maintenance and Repair, which are also listed as an In-Demand Occupation in nineteen or more regions. Forestry & Ag maintenance have experienced tremendous growth in recent years in short term and long term in-demand occupations in Tennessee (TN). This sector includes occupations of maintenance and repair – General/All, Machinery Mechanics and Repairers as hard to fill occupations for TN employers.

With the expansion of Hassell & Hughes, the addition of Marsh Brothers Sawmill, Graham Hardwoods, other forest related companies, employers are finding a lack of skilled workers to fill any positions. The Forestry and Ag Program is directly within the local focus areas of Economic Community Development (ECD) in local/regional recruitment activities, with the success of harvesting natural resources showcased, as a “pipeline” to supply the economic development of the counties. Within LWIA 10, encompassing Perry, Lewis and Wayne Counties, there are no “predicted” number of skilled and qualified candidates to fill forestry and ag positions demand. Within our local area, Agricultural Equipment Operators is listed as a High In-Demand Occupation with a SOC Code: 45-2091 and Sawing Machine Setters, Operators Wood Tenders, SOC Code: 51-7041, according to 2020 LEAP Report.

According to the JOB4TN website in September 2021, there were many employment opportunities for forestry aide, as well as Forestry Technician, Forestry Equipment Sales Specialist, Technical Trainer – Forestry and Environment Recycling, Urban Forest Supervisor, and Arborist Climber, Arborist Grounds Person with total of 35 pages of opening and 345 jobs. Agricultural Equipment Operators is projected to grow 8 percent from 2016 to 2026 with a bright outlook statewide and nationally. According the Tennessee Board of Regents Website, with reference to TN Workforce Maps, Workforce Investment Area 6 and 10 shows a positive projected growth for jobs, which is synonymous and comparable to statewide growth.

While study data is vital, the current demand by local industry is critical. The Forestry and Ag Technology Program currently has partnerships with Hassell & Hughes – Collinwood Lumber, Brown-Foreman- Waynesboro and Carroll Logging - Linden to provide relevant workforce training and an on-going supply of workers. TCAT-H maintains several “co-op contracts” to further develop technicians and workers to skilled employees with Hassell &

Hughes, Brown-Foreman and other companies with many employers benefiting from TCAT-H graduates/completers to include Hassell & Hughes, C'Wood Lumber, and Marsh Brothers.

TCAT H has worked with Chattanooga State to finalize an articulation agreement technical programs of one year ending in a diploma where a student may receive up to 23 credit hours for the earning of a TCAT Diploma (**Attachment A**). The completion and placement rate for TCAT Hohenwald over the last five years evidences the success of the college in starting a new program. For TCAT Hohenwald, the last year completion rate was 94% and the average placement rate was 92%.

The proposed purchase of Forestry and Ag Technology equipment and Forestry & Ag Building renovation align perfectly with the state's *Drive to 55* Goals. With the completion of the one-year program, graduates will receive the industry recognized Forestry Worker Certificate in the first trimester. The Forestry Technician Diploma will be granted after one year of training, along with industry certifications, such as OSHA 10, Snap-On Torque, and Snap-On Multimeter. Enrolling and graduating 40-60 students, assuming an average of twenty full-Forestry & Ag Technology students and an average of 20 dual enrollment at each high school annually, will support the *Drive to 55* goals by increasing the overall higher education attainment in the region and will meet the needs of employers. Continuing the established programs on a long term basis will also increase higher educational attainment to achieve the *Drive to 55* goals.

According to the 2021 Higher Education County Profile on *Drive to 55*, THEC/TSAC indicated the college going rate for Wayne County as 62.8%, Lewis County at 57.8 % and Perry County at 85.5, respectively. Having acknowledged the number needed to better meet *Drive to 55* goals, TCAT-H partnering with rural high schools to improve their Agriculture Pathway to add

availability of more dual enrollment high school classes aligning with a seamless pathway with the potential of several industry certifications. The grant proposes to fund student certification.

Section 2. Program Plan

The program project, Forestry & Ag will follow the schedule below after the award announced in October - November 2021 with the goal of offering additional enrollment with equipment expansion of programs beginning January 2022.

January 2022:

1. Evaluate facility improvements of classrooms and labs at the off-campus locations.
2. Work with Perry County High School and Wayne County High School to finalize equipment lists, as needed.
3. Preparation equipment specifications for bids to vendors.
4. Establish any necessary MOUs at the site locations with appropriate local officials.
5. Submit any necessary submittals to Tennessee Board of Regents (TBR) for March Meeting.

February 2022:

1. Submit any substantial change applications to the TCAT-H accreditation agency, Council of Occupational Education (COE), for approval of expanded areas off-campus sites, as applicable.
2. Add to Program Advisory Committees in area by inviting active industry and community leaders to serve.
3. Submit equipment quotes for procurement.
4. Advertise to determine demand and student enrollment for Class.

March 2022:

1. Continue to accept prospective students from waiting list to continue enrollment the program.
2. Deliver equipment to sites.
3. Visit local high schools to recruit graduating seniors into the Forestry & Ag program in each county.
4. Hold a Spring Advisory Committee Meeting to review the Forestry & Ag Technology curriculum and to add TCAT Hohenwald Programs of Study.
5. Solicit additional input to better meet local industry need and request any prospective donated equipment from various industries to support the new programs and meet localized training needs.
6. Procure any additional items.

April 2022:

1. Open bids for other equipment and award to lowest bidder.

2. Place order for all training equipment and classroom.
3. Process any TBR Approvals through Council on Occupational Education (COE).
4. Offer certifications to Perry County and Wayne County High School.

May 2022 – June 2022

1. Enroll new students for Summer trimester.
2. Offer Forklift Training.
3. Encourage graduating seniors to pursue technical career pathways to TCAT.
4. For newly graduating seniors of 2022, send letters to prospective students inviting to orientation for Fall Trimester, as well continue to recruit interested adults.
5. Receive any other equipment items for classroom and lab use.

July 2022-August 2022:

1. Conduct pre-orientation for new Fall Trim students in the Forestry & Ag Technology Program.
2. Process TBR Approval with the Council on Occupational Education.
3. Follow up on training and retraining of instructors to ensure adequate certification.

September 2022:

1. Begin Fall Trimester training for new and continuing students at all locations.
2. Offer Forestry and Ag to potential student.

December 2022:

1. Graduate first class of Forestry & Ag Technology

January 2023-May 2024:

1. Continue to target an enrollment of 20 students at each campus site.
2. Graduate and award Forestry & Ag Technology Certificates, Diplomas and industry certification as applicable throughout the year.

Beyond the documenting and reporting progress of the Forestry & Ag Technology Programs, ordering and receiving equipment, and holding Advisory Committee Meetings, the measurable objectives will be the following:

1. Enrollment at each training location each with a goal to enroll and retain 20 students in each program.
2. Retention rates at each training location at the end of each trimester.
3. The number of certificates awarded to students at each training location at the end of each trimester for completion of a portion of the curriculum.
4. The number of diplomas awarded at the end of the 12 month training program.
5. The number of prospective students on the interest list for each program at each location.

The project will incorporate mentorship program, which is a key component of the project. The Tennessee Promise program has established a mentor program for all graduating high school seniors who are enrolled in a higher education program. Mentor roles will provide guidance and assist the students to ensure that students meet deadlines and stay on track to successfully complete the Forestry & Ag Technology program. The GIVE 2.0 Grant will provide opportunities for approximately 60+ additional students to achieve their goals.

The GIVE Collaborative Partners will work with area industries to establish Work-Based Learning (WBL) opportunities to provide meaningful and sustainable work experiences to students and to increase workforce engagement with local educational and employer partners. The GIVE Work-Based Learning Opportunities may vary by employer and be composed of a range of experiences, such as Industry Awareness, Career Awareness, Career Exploration, Career Preparation and Career Training. The Co-op Agreement WBL will be a capstone to WBL to create, provide, or expand on-site work experience for the student at a participating industry or within a company providing an office area of experience with a participating partner utilizing the traditional, standard TCAT Co-op Agreement (**Appendix B**) or internship programs that:

- 1) May be paid or internships – possibly not paid;
- 2) Award academic credit or clock hour credit from a GIVE program partner;
- 3) Develop a student's employable and technical skills sets; and
- 4) Place students with companies facing a demonstrable shortage of skilled workers.

For the purposes of the GIVE WBL component, the grant recipient acknowledges **Cooperative education** (or co-op) as a partnership between secondary and postsecondary students, institutions of higher education, and employers that formally integrate academic studies with practical experience in a workplace setting and:

1. Alternates or combines periods of academic study and work experience in appropriate fields as an integral part of student education;

2. Provides students with compensation from the employer in the form of wages or salaries for work performed;
3. Evaluates each participating student's performance in the cooperative position, both from the perspective of the student's institution of higher education and the student's cooperative employer;
4. Provides participating students with academic credit from the institution of higher education upon successful completion of their cooperative education; and
5. Is part of an overall degree or certificate program compliant with policies for academic credit established by the Tennessee Board of Regents.

The TCAT Hohenwald will utilize a portion of GIVE Grant provide reimbursements to private industry partners for up to *50 percent of wages (not to exceed \$1,000 per student in a single academic period)* paid as compensation to hire students within the 30-month period. The reimbursements will only be distributed to industry partners upon a student's satisfactory completion of the internship or co-op program established by both the higher education institution and the employer. Reimbursement to the industry partner will be incumbent upon the satisfactory completion of any and all academic requirements set forth by the educational partner relevant to the WBL experience. The TCAT will establish the administrative and funding structure necessary to support the GIVE WBL programs.

The project director will be Kelli Kea-Carroll, President of TCAT Hohenwald. The project governance and accountability will be the responsibility of the Tennessee College of Applied Technology Hohenwald (TCAT-H). The project steering committee, to include the workforce partner, SCTDD and K-12 administrator, responsible for maintaining oversight will consist of individuals from industries from the four participating counties made up of no less than 12 but no more than 16 members and will meet twice yearly for the period of the GIVE Grant. The TCAT-H will present to the committee a quarterly budget report, enrollment data, completion rate, number of hours of training, and graduation and placement of students enrolled in the program.

A key component to the success of the GIVE 2.0 Grant will be filling the employment and technical skills gap between industry and employees, with the project prepared to purchase high-tech training equipment to address forestry and ag labor market needs. The training equipment will be used to instruct and train through hands-on project based activities. The specific skills and competencies will include forklift training, heavy equipment training, electrical training, mechanical systems, hydraulics, equipment operation, basic sawmill operations. The equipment purchased will be specific for the training needs to expand, enhance and Forestry & Ag Technology Programs. A portion of the equipment request will be to purchase computers or laptops for the class to be offered in cooperation with TCAT and Wayne County Schools. The Forestry & Ag Technology dual enrollment will provide a direct feeder of participating students from the high schools to the Tennessee College of Applied Technology. Industry certifications will be offered in areas of study that are applicable to students' study.

Recruitment of underrepresented student groups will be given careful consideration in recruitment of students who are traditionally underrepresented in CTE programs. Brochures to adequately reflect representation will be developed and included in all recruitment items.

Section 3. Strength of Partnership

A strong partnership Collaborative has been established for the GIVE 2.0 Grant as the project seeks to enable TCAT-H students to participate in technical training developed with input from area employers, school systems, and the local industries and assist Perry County and Wayne County in a manner to "Partnering to GIVE Careers in a Year.". The strength of the GIVE Collaborative Partnership is further evidenced by the signing of a Memorandum of Understanding by interested area partners. Many of the roles and responsibilities of the partnership are outlined in the MOU, which may be viewed as **Appendix C**. The GIVE Collaborative Partnership includes

the local Workforce Investment Opportunity Act (WIOA) Administrator, South Central Tennessee Development District (SCTDD), Mr. Jerry Mansfield, two K-12 School Administrators, Mr. Eric Lomax, Perry County Schools and Mr. Marlon Davis, Wayne County Schools and two key local employer partners in Wayne County, Hassell & Hughes and C'Wood Lumber. The grant includes several Forestry counties to include Lewis County, Perry and Wayne County. The grant is further supported by local Mayors, John Carroll, Jim Mangubat, Wess Ward and Robby Moore, along with Chambers Director, Rena Purdy and Allyson Hinson.

The higher education institution for the project is TCAT Hohenwald. TCAT has a fifty-year history in successfully meeting the education and training needs of the south central area and area industries. TCAT Hohenwald designed the Forestry and Ag Technology Program. The Forestry and Ag Technology is the only one in the TCAT System, as well as the state of Tennessee. The program was developed with the support of the Tennessee Forest Association and local industries. The GIVE 2.0 Grant will assist in continuing to provide individuals with the opportunity to develop key technical occupational skills to become knowledgeable technicians ready for employment and to upgrade the skills of current forestry or agricultural related employees. TCAT-H has an excellent record of successful fiscal management of education grant programs, to include the LEAP and GIVE 1.0 Grant. The support of the proposal is further evidenced by support letters **(Appendix D)**.

The local school systems participating in the collaborative include Perry County Schools Director Eric Lomax and Wayne County Director, Marlon Davis, along with Lewis County. TCAT-H maintains an active partnership with each school to offer dual enrollment opportunities to both juniors and seniors, who enter college at the TCAT-H with prior award of credit from dual

enrollment. The Schools fully support the GIVE Grant and agree to provide secondary student enrollment to support GIVE efforts.

The GIVE 2.0 workforce partner is South Central Tennessee Development District (SCTDD), a regional development authority established in 1972, serving thirteen counties, with extensive involvement in grant administration and economic development. The Development District will participate as an active partner in the grant and is the current administrator of LWIOA Area 6 & 10, with Ms. Barbara Kizer serving as the Executive Director of the South Middle Tennessee Workforce Board. The SCTDD has decades of successful practice in community & economic development, public administration, workforce development, business/industry retention, and grants management.

Additional Industry partners include: Hassell & Hughes Hardwoods, Graham Lumber, Barnes Sawmill, Tanner Forest Products, Brown-Foreman and many others. All have hired TCAT-H graduates with pleasing results. Many industry representatives serve on TCAT-H Institutional General Advisory Committee and/or Program Advisory Committees with members advising on program improvements, equipment, and curriculum in efforts to keep TCAT-H current with industry need and workforce demand. For the GIVE 2.0 Proposal, the combination of TCAT-H, Directors of Schools local industries, and the SCTDD offer a strong partnership. This successful collaborative continues to address student and employer needs in the south central area.

Section 4. Budget Plan

The largest portion of the funding request is for training equipment for the Forestry & Ag Technology Programs of TCAT Hohenwald and equipment for Perry County and Wayne County High Schools. The equipment will be utilized for instructional purposes in teaching competencies and skills required to earn a Forestry Technician Diploma. recognized certifications. The

equipment needs are specific to the Forestry & Ag Program, as suggested by employer recommendations, to include simulators, portable sawmill, forklift, skidder and small box loader. The employers will guarantee to hire any graduate with exposure to the related equipment. The goals of the project are to contribute to the educational level of the south central area residents, including Perry, Wayne and Lewis Counties, which are identified as "Distressed" or "At-Risk", and to better meet the workforce needs of area employers by supplying an educated, skilled, credentialed graduate to the workforce.

Funding is requested for Forestry Instructor and an EPSO Coordinator to assist the TCAT and high schools in grant coordinator. For the Forestry Program, funding is allotted for computers and office items for classroom instructional purposes at the Forestry & Ag Classroom in Wayne County Forestry Center. The center will require a multi-media board, network, color printer, training table & chairs. The TCAT will procure equipment according to state regulation and policies governing purchasing procedures with state contracts being given consideration. The project also requests administrative costs to cover the work of the project director and further for training of the instructors.

Section 5: Sustainability

The Tennessee College of Applied Technology-Hohenwald will sustain the program beyond the 30 months funding period by continuing the Forestry & Ag programs at the locations through tuition and state appropriations received by TCAT-H. TCAT Hohenwald will continue to partner with the high schools to offer dual enrollment and provide feeder opportunities. Additionally, the College will coordinate and establish customized training to meet the needs of the workforce and assist with funding.

The TCAT-H will continue to partner with the SCTDD to address future training needs in the region, seek additional funding sources to supplement equipment and apply for grants, and coordinate other technical programs to meet industry demands. The SCTDD is the administrator of the local WIOA Grant, with the area's American Job Centers, named "Southern Middle TN Workforce Board." Further sustainability is evidenced by the continuance of the off-campus sites beyond the period of the LEAP and GIVE Grant, which initially assisted in establishing off-campus sites, similar to this request. The TCAT-H has successfully operated technical programs for over 50+ years, strategically planning for equipment maintenance and renewal, and maintaining plant funds. The Forestry & Ag programs will be supported by the institution's budget and resources. Additionally, the College will collaborate with local industrial boards, chambers, WIOA Programs, and city/county officials to prepare the workforce for future industries.

Section 6: Economic Status Acknowledgement

The TCAT Hohenwald acknowledges in the south central area of Tennessee as having the most "At-Risk" counties such as Wayne and Lewis; however, Perry continues to be identified as 'Distressed.' There is more work to be done to alleviate the statistics of distressed.

GRANT BUDGET				
GIVE Program Competitive Grant: Partnering to GIVE Careers in a Year				
The grant budget line-item amounts below shall be applicable only to expenses incurred during the following				
Applicable Period: BEGIN: 11/15/21 END: 05/15/24				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes	270,000	0.00	270,000
4, 15	Professional Fee, Grant & Award ² (Work-Based Learning/equipment)	48,000	0.00	48,000
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	45,000	12,000.00	57,000
11, 12	Travel, Conferences & Meetings	2,000	0.00	2,000
13	Interest ²	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00
16	Specific Assistance to Individuals	0.00	0.00	0.00
17	Depreciation ²	0.00	0.00	0.00
18	Other Non-Personnel ²	0.00	0.00	0.00
20	Capital Purchase (Equipment) ²	580,000	0.00	580,000
22	Indirect Cost	55,000	0.00	55,000
24	In-Kind Expense	0.00	0.00	0.00
25	GRAND TOTAL	1,000,000	12,000	1,012,000

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Sub recipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: www.state.tn.us/finance/act/documents/policy3.pdf).

² Applicable detail follows this page if line-item is funded

Articulation Agreement
For
Associate of Applied Science
Engineering Systems Technology
Industrial Technology
Between
Chattanooga State Community College
And
Tennessee College of Applied Technology at Hohenwald

Graduates of the Tennessee College of Applied Technology (TCAT) at Hohenwald who successfully complete an industrial technology-related diploma program are eligible for articulated credit into the Associate of Applied Science (AAS) in Engineering Systems Technology, Industrial Technology concentration program of study. Current industrial technology-related programs are as follows: Automotive Technology, Building Construction Technology, Electro-Mechanical Technology, Electronics Technology, Industrial Maintenance, Machine Tool Technology, and Welding

To receive the benefit of the articulated credit, the student must submit documentation of completion of the diploma program. Students will receive twenty three (23) semester hours of articulated credit after meeting all admission requirements for degree seeking students and removal of all learning support deficiencies.

Credit will be awarded for the following courses:

Rubric/Number	Course Title	Credit Hours
ET 181	Engineering Technology Practicum I	6
ET 182	Engineering Technology Practicum II	6
ET 183	Engineering Technology Practicum III	6
ET 281	Engineering Technology Practicum IV	5
		23

Awarded college credit hours will be applied in pursuit of an **AAS in Engineering Systems Technology, Industrial Technology concentration**. The following documentation must be presented to the Chattanooga State Engineering and Information Technologies Division prior to admission to the College and for credit consideration:

- Chattanooga State Articulation Application
- Tennessee College of Applied Technology (TCAT) Diploma

The student must be fully admitted to the College through the normal admissions and registration processes and must complete an entrance exam (i.e., ACT/SAT/I.T., Accuplacer) which demonstrates competency in reading, writing, and mathematics.

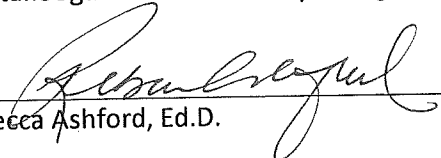
The Chattanooga State Engineering and Information Technologies Division will be responsible for ensuring all completed student documentation is forwarded to the ChSCC admissions office for credit awarding.

Placement in the AAS Engineering Systems Technology, Industrial Technology concentration will be coordinated between the student receiving articulated credit and the appropriate Chattanooga State Engineering and Information Technologies Division advisor or department head.

The term of this agreement shall be from November 1, 2019 to October 31, 2024.

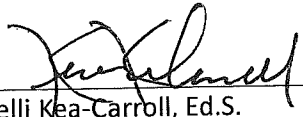
This agreement may be terminated by either party by giving written notice to the other at least 90 days before effective date of termination.

Chattanooga State Community College:



Rebecca Ashford, Ed.D. President 10/15/19 Date

Tennessee College of Applied Technology (TCAT) at Hohenwald:



Kelli Kea-Carroll, Ed.S. President 10/15/19 Date

Attachments:

1. AAS Engineering Systems Technology, Industrial Technology concentration curriculum
2. Application for articulated credit

Associate of Applied Science
Engineering Systems Technology
Industrial Technology
Between
Chattanooga State Community College
And
Tennessee College of Applied Technology at Hohenwald
Articulation Attachment

Total credits required for graduation: 63

Courses (specific courses OR distribution areas) and credits

General Education:	Total Credits:	16
<u>Rubric/Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
ENGL 1010	Composition I	3
MATH 1710	Pre-Calculus I	3
Social/Behavioral Science Elective		3
Humanities/Fine Art Elective		3
PHYS 1030	Concepts of Physics	4
Core:	Total Credits	12
<u>Rubric/Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
ET 220	Communications in Engineering Technology	3
DD 114	CAD Engineering Drawing I	3
ET 115	Computers in Engineering Technology	3
ET 112	Mathematics for Engineering Technology	3
Industrial Technology:	Total Credits	23
<u>Rubric/Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
<i>ET 181</i>	<i>Engineering Technology Practicum I</i>	<i>6</i>
<i>ET 182</i>	<i>Engineering Technology Practicum II</i>	<i>6</i>
<i>ET 183</i>	<i>Engineering Technology Practicum III</i>	<i>6</i>
<i>ET 281</i>	<i>Engineering Technology Practicum IV</i>	<i>5</i>
Directed Technical Electives		12

Courses in ***italics/bold*** will be awarded as equivalency credit once the student has completed the requisite coursework.

*Application for Articulated Credit
Engineering and Information Technologies Division*

I am offering credentials from _____ as evidence of equivalent credit.

**Type of credentials
(Diploma or Certificate)**

I understand that this credit is appropriate only to the below degree and cannot be used in whole or part toward any other major at Chattanooga State Community College. This credit, when awarded, will be posted to my transcript after I have started this degree.

Rubric/Number	Course Title	Credit Hours
	Total:	

Date:

FOR COLLEGE USE ONLY		
ChSCC Dept Head, Engineering & Information Systems Technologies	Date	The above/attached information has been verified with departmental proficiency requirements. Received Date: _____ Received By: _____ To ChSCC Records: _____
ChSCC Dean, Engineering & Information Systems Technologies	Date	
ChSCC Vice President, Academic Affairs	Date	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied		

COOPERATIVE WORK

PROGRAM HANDBOOK

FOR

TCAT PRESIDENTS

INSTRUCTORS

PURPOSE AND PHILOSOPHY OF COOPERATIVE EDUCATION AT THE TENNESSEE COLLEGES OF APPLIED TECHNOLOGY

The twenty-seven Tennessee Colleges of Applied Technology (TCATs), which were originally established by the 1963 General Assembly as the State Area Vocational-Technical Schools, operate under the Tennessee Board of Regents. The purpose of TCATs has remained unchanged since their inception, "To meet more adequately the occupational and technical training needs of citizens and residents...including employees of existing and prospective industries and businesses of the state." This mission and purpose is met through a combination of ways, i.e., skilled technology classroom laboratories, "live work projects", and cooperative (Co-op) work programs with business and industry.

The Tennessee Colleges of Applied Technology serve as the premier suppliers of workforce development throughout the State of Tennessee. The Colleges fulfill their mission by:

- Providing competency-based training through superior quality, traditional and distance learning instruction methods that qualify completers for employment and job advancement;
- Contributing to the economic and community development of the communities served by training and retraining employed workers;
- Ensuring that programs and services are economical and accessible to all residents of Tennessee; and
- Building relationships of trust with community, business, and industry leaders to supply highly skilled workers in areas of need.

The Tennessee College of Applied Technology at Hohenwald remains committed to the education of a non-racially identifiable student body and promotes diversity and access without regard to race, color, religion, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, or status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law.

The technology of today's work place is changing so rapidly that it is difficult for public post-secondary education to attain a funding level that will allow the TCATs to stay abreast of those changes, especially in the areas of manufacturing and support services. Because this is true, a well-designed Co-op program can effectively bridge the gap between education and the marketplace. Students who are eligible may spend a portion of their training time at an approved cooperative site. This experience can strengthen and broaden training by providing a natural work-related environment.

The purpose of this handbook is to establish a system-wide comprehensive guide for TCAT Presidents and instructors. It contains the Cooperative Work Program Policy, the

Cooperative Work Program Agreement, and the support documents necessary to conduct a well-administered Co-op program.

INTRODUCTION

The Cooperative Work Program (Co-op) is an integral part of the learning experience provided for students at the Tennessee Colleges of Applied Technology (TCATs) and is defined as **work-related training received at an approved business or industry under the terms of a signed Cooperative Work Program Agreement**. Students who are enrolled in Co-op should be paid a salary commensurate with entry-level employees completing the same task. The program provides a method of instruction whereby the TCATs and business/industry are partners in developing the workforce for tomorrow's technology. For this reason, the student and the prospective Co-op program company must meet policy eligibility requirements and sign the Co-op Agreement. This comprehensive Cooperative Work Program Handbook contains three sections:

SECTION A – COOPERATIVE WORK POLICY – the general policy statements for all parties – students, company's and the colleges.

SECTION B – COOPERATIVE WORK PROGRAM AGREEMENT – the contract which states the provisions that each party must fulfill.

SECTION C – SUPPORT DOCUMENTS – forms for the Co-op program.

All aspects of the Co-op requirements and agreements should be read and clearly understood before the Co-op training begins.

SECTION A

THE COOPERATIVE WORK PROGRAM

POLICY

COOPERATIVE WORK PROGRAM POLICY

General Policies

1. It is the responsibility of Kelli Kea-Carroll(President), to designate _____ as a college representative to serve as the project coordinator and the liaison for the Tennessee College of Applied Technology - Hohenwald, the student and Co-op Site company of _____. The representative may be initiated by the program instructor or any other designee selected by the President.
2. A request for a Cooperative Work Program placement may be initiated by the instructor, by the company, or by the student.
3. Upon initiation, the Cooperative Work Program Request (Form A) is completed by the TCAT instructor and submitted to the President for approval. If the company is a new Co-op site, an on-site pre-approval evaluation should be conducted by the program instructor.
4. After the President has approved the Co-op request, the Cooperative Work Program Agreement (Section B) is prepared and signed by the student, the company, the instructor, and the President.
5. All fees for the up-coming trimester must be paid before the first day of class.
6. Each time the program instructor makes contact with the student or the company, it should be recorded on the Contact Record Form (Form B). A minimum of two on-site visits per trimester should be made by the program instructor.
7. It is the responsibility of the company to perform an evaluation of the student's performance each month and complete the Monthly Evaluation Form (Agreement 1). If an immediate problem arises, the company should contact the program instructor without delay.
8. At the end of the trimester, the Co-op Questionnaire (Form C-1) is completed by the student and submitted to the program instructor. If the Co-op period is extended, provisions should be made for the student to pay fees before the first day of class (optional Form C-2).
9. If it becomes necessary for the student's Co-op to be extended beyond the stated day on the agreement, the Cooperative Agreement Modification (Form D) is prepared and signed by all parties.
10. The TCAT reserves the right to make any exceptions to the Co-op policy that would be mutually beneficial to all parties.

11. After the on-site approval evaluation, the instructor reserves the right to make exceptions to the Student Eligibility Policy concerning the Co-op program.
12. All parties – the student, the instructor, the President, and the company – must sign the Cooperative Work Program Agreement prior to the beginning of the Co-op work phase.
13. The agreement may be terminated by any party at any time by notifying the other parties in writing.

STUDENT ELIGIBILITY POLICIES

A student who elects to participate in the Co-op program must meet the following eligibility requirements:

1. Be a full-time student.
2. Be at least 18 years of age or a high school student who is officially enrolled in a TCAT-Board of Education approved program.
3. Have completed a minimum of 50 percent of the hours in the program and/or possess the skills equivalent to a minimum of 50 percent of the entry level requirements based on the Instructor's evaluation. **The standard of classroom hours completed and/or skill equivalents may be modified at the discretion of the President but under no circumstances should the student be allowed to begin a Co-op until at least 25 percent of the skill equivalents have been met or demonstrated.**
4. Has demonstrated good attendance, good work habits, and a good attitude.
5. Possess the ability to perform the work as required by the company.
6. Be recommended by the Instructor.
7. Be approved by the President.
8. Be enrolled in a program-related Co-op that will provide the opportunity to obtain needed competencies.
9. Pay all maintenance fees on or before the first day of each trimester in which the Co-op will be performed.
10. Agree to conform to all policies and regulations of the company and the College.
11. Agree to maintain a good work ethic in all areas pertaining to the job.
12. Agree to supply the College with required documents for evaluation as stated and prescribed in the Co-op Agreement (Agreement Forms 1 and 2).

13. Agree to all the terms and conditions as stated in the Co-op Agreement and policies.

COMPANY REQUIREMENTS POLICIES

In order for a business or industry to be an approved Co-op site, the participating company must meet these requirements:

1. Be recommended by the TCAT instructor and allow an on-site pre-approval evaluation.
2. Agree to provide work projects that will relate to the student's program area and will contribute to the student's learning experience.
3. Comply with state and federal employment laws.
4. Allow periodic visitations by the program instructor to observe the student's work and verify progress.
5. Supervise and evaluate the student's performance.
6. Verify and sign all necessary evaluations and forms as prescribed by the Cooperation Work Program Agreement.
7. Provide on-the-job instruction as needed by the student.
8. Notwithstanding anything in the agreement to the contrary, provides Workman's Compensation coverage for the student.
9. Agree to all the terms and conditions of the Co-op Policies and Agreements.

TCAT REQUIREMENT POLICIES

The College must be willing to fulfill these requirements:

1. Complete an on-site pre-approval evaluation of the prospective company to determine relevance of Co-op experience.
2. Give the student credit for the Co-op program, according to the official college calendar, not to exceed the maximum hours available for a regular full-time student.
3. Visit the student on the job at periodic intervals (not less than two visits per calendar trimester). Visitation will be made by the Instructor.
4. Keep the student informed of changes in the Co-op program, such as alternating training times between the College and the Co-op site.

5. Maintain each participating student on the program roll until such time as the student withdraws or is separated from the College.
6. Maintain all pertinent records relating to the Co-op Agreement in the student's permanent record.
7. Agree to all the terms and conditions of the Co-op policies and agreements.

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY - HOHENWALD
813 WEST MAIN STREET
HOHENWALD, TN 38462

COOPERATIVE WORK PROGRAM REQUEST

STUDENT INFORMATION

STUDENT: _____ STUDENT ID #: _____
ADDRESS: _____ TELEPHONE: _____
PROGRAM CUMULATIVE HOURS: _____ TECHNICAL PROGRAM: _____
JOB TITLE: _____ JOB DUTIES: _____
IS STUDENT RECEIVING: VA BENEFITS: YES ____ NO ____ JTPA: YES ____ NO ____
HAS STUDENT BEEN ON CO-OP PREVIOUSLY? YES ____ NO ____

COMPANY INFORMATION

COMPANY: _____
ADDRESS: _____
TELEPHONE: _____ FAX: _____
CONTACT PERSON: _____ JOB TITLE: _____

TERMS OF CO-OP

BEGINNING DATE: _____ ENDING DATE: _____
CHECK ONE: FULL-TIME: _____ PART-TIME _____

IF NOT FULL-TIME CO-OP, PLEASE INDICATE WORK SCHEDULE ON THE REVERSE SIDE OF THIS SHEET.

APPROVAL

PRESIDENT: _____
SIGNATURE

DATE: _____

SECTION B

COOPERATIVE WORK PROGRAM AGREEMENT

COOPERATIVE WORK PROGRAM AGREEMENT
BETWEEN TENNESSEE COLLEGE OF APPLIED TECHNOLOGY - HOHENWALD
AND _____

This Cooperative (Co-op) Work Program Agreement is made this _____ day of _____, _____, by and between _____, hereinafter referred to as the "Company", the Tennessee College of Applied Technology - Hohenwald, hereinafter referred to as the "Student".

WITNESSETH

Whereas, it is to the mutual benefit of all parties to provide Co-op work experience for Students enrolled in certain programs of the College, the parties have agreed to the terms and provisions set forth below:

- I. Purpose – The purpose of this agreement shall be provide practical work experience through a Co-op assignment to the student enrolled in the _____ at the College.
 - A. Consideration for this agreement shall consist of the mutual promises contained herein, the Parties agreeing that monetary compensation shall be paid to the student at a rate commensurate with entry-level employees completing the same task.
 - B. The Co-op experience shall be provided at the company's facility located at _____ hereinafter referred to as the "Facility".
- II. Term and conditions – Pursuant to the above-stated purpose, the parties agree as follows:
 - A. Term – The term of this agreement shall be one (1) trimester commencing _____.

Either party may terminate this agreement upon giving _____ days written notice to the other party. This agreement may be renewed with the approval of all parties.
 - B. Discipline – While participating in the Co-op at the facility, the student will be subject to applicable policies of the college and the company. Each party will be responsible for enforcing all applicable policies, including that of the other party.

The student shall be dismissed from Co-op participation only after appropriate disciplinary policies and procedures of the college have been followed; however, if the student's presence poses an immediate threat or danger to the company, the company may remove the student from the premises without delay.
 - C. Specific responsibilities – The following duties shall be the specific responsibility of the designated party:

1. **THE STUDENT SHALL:**

- a. Complete and submit all reports (Agreement Form 1) and work schedules (Agreement Form 2) to the college. These reports must be signed by the company and the student and be in the college's possession no later than 3 days after the end of each calendar month.
- b. Furnish monthly, on the forms provided, hours worked, types of jobs, and such other information as the college may need in order to grant student credit (Agreement Forms 1 and 2).
- c. Notify the company and the Instructor of any planned vacation or absence from work.
- d. Inform the Instructor of any problem that occurs while on the Co-op.
- e. Pay all tuition fees on or before the day of registration for each trimester.
- f. Conform to the policies and regulations of the company and the college.
- g. Notify the Instructor immediately if terminated from the Co-op by the company.
- h. Submit any changes in the work schedule to the Instructor.
- i. Purchase any supplies, tools, etc., as required by the company.

2. **THE COMPANY SHALL:**

- a. Provide work projects that will contribute to the student's learning experience and will relate to the student's technical area.
- b. Notify the Instructor of any weaknesses or potential employment problems that the student may have.
- c. Comply with state and federal employment laws.
- d. Notwithstanding anything is the agreement to the contrary, provide Workman's Compensation coverage for the student.
- e. Allow periodic visitation by the Instructor to verify student progress and to observe the student on the job.
- f. Evaluate the student's job performance.

- g. Provide supervision for the student and provide on-the-job instruction as needed, including necessary safety instructions.
- h. Notify the college of any serious problem, illness or accident involving the Student.
- i. Sign and verify the student's monthly evaluation and work record.

3. **THE COLLEGE SHALL:**

- a. Evaluate and assign credit for Co-op work according to the official college calendar, not to exceed the maximum hours available for a regular full-time student.
- b. Assist the company in identifying student deficiencies or employment problems.
- c. Provide instructional support to correct any work deficiencies.
- d. Keep the student informed about changes in the Co-op Program Plan, such as alternating training times between the college and the work place.
- e. Visit the student on the job at periodic intervals (no less than twice per trimester). Visitation will be made by the Instructor.
- f. Maintain each participating student on the program roll until such time the Student withdraws or is separated from the college.
- g. The college reserves the right to make exceptions to the Co-op policy that could be fully beneficial to all parties.
- h. The instructor reserves the right to make exceptions to the student's Eligibility Policy concerning the Co-op program.
- i. Endeavor to establish and maintain a good working relationship with the Company.

D. **Mutual Responsibilities – The parties shall cooperate to fulfill the mutual responsibilities:**

- 1. Each party shall comply with all federal, state, and municipal laws, advice, rules and regulations which are applicable to the performance of this agreement.
- 2. The student shall be treated as a trainee who has no expectation of receiving future employment from the company or the college.
- 3. The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246 and the related regulations to

each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, handicap, veterans status or national origin.

E. Miscellaneous Terms – The following terms shall apply in the interpretation and performance of this Agreement:

1. Neither party shall be responsible for personal injury or property damage or loss except that resulting from its own negligence of its employees or from others from whom the party is legally responsible.
2. The delay or failure of performance by either party shall not constitute default under the terms of this agreement, nor shall it give rise to any claims against either party for damages. The sole remedy for breach of this Agreement shall be immediate termination.

Student _____ Date _____
Signature

TCAT Instructor _____ Date _____
Signature

Company _____ Date _____
Signature

TCAT President _____ Date _____
Signature

SECTION C

SUPPORT DOCUMENTS AND INFORMATION

(09/08/10)

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY - HOHENWALD
COOPERATIVE WORK PROGRAM
CONTACT RECORD

Student

Place of Employment

Technical Program

Contact Person

Phone Number

Date Contacted

Comments of Findings

Initials

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are organized into three distinct vertical columns. The leftmost column contains five lines, the middle column contains ten lines, and the rightmost column contains five lines. All lines are evenly spaced and extend across their respective columns. There is no handwriting or other markings on the page.

STUDENT FEE SUBMISSION FORM
(Please Print)

Attached is my (choose one) money order # _____ /check # _____ in the
amount of \$ _____ for the trimester beginning _____.

Student ID Number: _____

Name _____

Address _____

Phone Number (home) _____ (work) _____

Program _____

Signature

Date

FORM D

(09/08/10)

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY - HOHENWALD
813 WEST MAIN STREET
HOHENWALD, TN 38462

COOPERATIVE WORK PROGRAM AGREEMENT

MODIFICATION

STUDENT NAME _____

COMPANY _____

SOCIAL SECURITY # _____

TECHNICAL PROGRAM _____

This modification is submitted as an amendment to the existing agreement. The conditions and narrative of the original agreement are still binding except where superseded by written changes contained in this modification.

MODIFICATION JUSTIFICATION: (i.e. extension, etc)

Student Signature Date

TCAT Instructor Date

TCAT President Date

Company Representative Date

MONTHLY EVALUATION
TECHNICAL AREA _____

Student's Name _____ Job Title _____

Company _____ Month _____ Year _____

Quantity of Work: Use of time, tools, equipment and materials to "GET THE JOB DONE."

- _____ Well above entry level
- _____ Above entry level
- _____ Average for entry level
- _____ Needs minor improvement
- _____ Need major improvement

Comments: _____

Quality of Work: Works safely with concern for meeting job specifications.

- _____ Well above entry level
- _____ Above entry level
- _____ Average for entry level
- _____ Needs minor improvement
- _____ Need major improvement

Comments: _____

Professionalism: Personal appearance, attendance, attitude toward job, co-workers, and customers.

- _____ Well above entry level
- _____ Above entry level
- _____ Average for entry level
- _____ Needs minor improvement
- _____ Need major improvement

Comments: _____

Student Signature

Company Representative Signature

WORK RECORD

DAY/DATE

GENERAL WORK DESCRIPTION

TOTAL HOURS PER

[illegible]

TOTAL HOURS _____

Technical Program

Maximum Co-op Hours

Actual Co-op Hrs

Student Signature _____

Company Rep. Signature

TCAT Instructor Signature

Tennessee College of Applied Technology - Hohenwald
813 West Main Street
Hohenwald, TN 38462

Phone: (931) 796-5351
Fax: (931) 796-4892

END OF TRIMESTER CO-OP QUESTIONNAIRE

NAME _____ PROGRAM _____

ENDING DATE _____

ARE YOU GRADUATING THIS TRIMESTER?

_____ If Yes, complete Item 1

_____ If No, complete Item 2

1. IF YOU ARE GRADUATING, YOU SHOULD:

A. Take the SOCAT test, if applicable. Contact the College Representative for an appointment.

B. Complete the Exit Interview Form.

C. Last official day of school: _____

D. Give this form to the College Representative

2. IF YOU ARE NOT GRADUATING, DO YOU PLAN TO RETURN TO SCHOOL?

_____ If Yes, complete Item 2A

_____ If No, complete Item 2B

2A. DO YOU PLAN TO TAKE CLASSES IN THE DAY OR EVENING?

_____ Day _____ Night

A. Contact the College Representative for the beginning date and fee amounts.

B. Complete the Application, if necessary.

C. Give this form to the College Representative

2B. IF YOU DO NOT PLAN TO TAKE CLASSES NEXT TRIMESTER, CONTACT THE COLLEGE REPRESENTATIVE TO:

A. Complete the Exit Interview Form.

B. Complete an Application for a future class, if applicable.

C. Give this form to the College Representative

IF YOU ARE REMAINING ON CO-OP FOR THE NEXT TRIMESTER, CONTACT THE COLLEGE REPRESENTATIVE FOR THE BEGINNING DATE AND FEE AMOUNTS. FEES WILL BE DUE ON THE DAY OF REGISTRATION.

NOTE: *You cannot be counted as a student until all tuition is paid.* Fees may be paid in person by bringing it to the college business office or by mail using **Optional FORM C-2**. If fees are mailed, it must be postmarked at least two working days before the first day of class. Your receipt will be mailed to you.

MEMORANDUM OF AGREEMENT

GIVE 2.0 2021 PARTNERS COLLABORATIVE

AND

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY HOHENWALD

This agreement, by and between the Tennessee College of Applied Technology Hohenwald, hereinafter referred to as TCAT- H, and respective GIVE Partners in the South Central Area to include the Local Workforce and/or Economic Development Service Agencies - Directors or Coordinators, area School System Directors and/or CTE Directors, County Executives and/or Mayors and Economic Community Development partner and representation of area employers.

Witneseth in consideration of the mutual agreement herein contained, the parties have agreed to and do hereby enter into this agreement according to the provisions established herein for the TCAT-H to apply and participate as the lead entity in the 2021 GIVE Grant to conduct and expand the technical training programs of the area, to provide academic and financial operations in support of offering certificates and diploma(s) within programs, to include the off-campus locations of Perry and Wayne Counties.

1. Purpose of Agreement:

- a. For TCAT-Hohenwald to provide technical programs of instruction, to include Forestry and Ag Technology, to expand a certification option of "Customer Service" in Administrative Office Technology, as applicable, and to offer an Emergency Responder Course in one or more of the high schools in the south central area counties of the Tennessee College of Applied Technology Hohenwald's Service Area.
- b. TCAT Hohenwald will establish an Instructional Service Center to provide a Forestry and Ag Technology Program to include a Classroom/Lab/Shop, and office space for a fully operational instructional program in Wayne County to offer Certificates and Diplomas, as applicable to student completion, to include identified industry certifications.
- c. To provide full-time enrollment and dual enrollment opportunities in the Forestry and Ag Technology Programs, as a new offering for both Perry County and Wayne County Schools, as well as all other technical programs of Tennessee College of Applied Technology Hohenwald.
- d. To further develop and align of Customer Service in Administrative Office with area high schools desiring to do so, such as Perry County High School.
- e. TCAT Hohenwald to purchase agreed upon items to renovate Wayne County Instructional Service Center.
- f. Program Trimester/Start Date: The GIVE Grant Program will align with present offerings and continue with the Spring Trimester to begin January 2022; to be continuously provided through 30 month GIVE Grant period ending in 2024. TCAT Hohenwald will continue to work to fully sustain any program offering as a permanent site or offering of instruction in each county of location.

2. Secondary Educational Partners agree to the following:

- a. To provide secondary high school students, with preference to juniors and seniors, to participate in the technical education programs included in the 2021 GIVE 2.0 Grant.

- b. To assist juniors and seniors in participating and processing dual enrollment opportunities to align with Career & Technical Education Goals, to include preparing students to be TN Ready Graduates.
- c. To assist in promoting enrollment opportunities with TCAT Hohenwald afforded through the GIVE 2.0 Grant.
- d. To communicate and allow TCAT-H access to student information regarding information needed to adequately report the GIVE 2.0 Grant process and progress.
- e. To assist TCAT Hohenwald in providing a productive, positive learning environment for the secondary enrolled students

3. Employer Partners agree to the following:

- a. To provide or participate in a "Work-Based Learning Experience" Activity to include possibly hosting a Job Fair or Job Shadowing experience for applicable students in related employment area, whether office-related or manufacturing or advanced manufacturing.
assist in the employment and hiring of Industrial Maintenance/Advanced Manufacturing students who are enrolled and/or complete the program.
- b. To assist in providing a paid or non-paid work-based learning opportunity for students who are enrolled in Industrial Maintenance/Advanced Manufacturing.
- c. For those students participating in a "paid WBL, agree to provide pay information for the students who are employed within a work-based learning capacity in order reimbursement may be rendered to the participating company.
- d. To complete a monthly update of student's progress in the work-based learning experience for the period for which the student is participating.
- e. To provide feedback to TCAT Hohenwald and GIVE Partners to improve a student's learning experience.
- f. Any participating employer partner reserves the right to reject any student who is non-compliant with any of the industry's rules or regulations.

4. Local Workforce Economic Development Service Agencies agree to the following:

- a. To fully assist in promoting the economic and workforce opportunities related to the TCAT Hohenwald GIVE 2.0 Grant.
- b. To recruit and assist with publicity in relation to the availability of the technical program offerings of the GIVE 2.0 Grant to the general public and area employers.
- c. To assist in recruiting and targeting the enrollment of 20 full-time students to include full-time, part-time, special industry and dual enrollment students.
- d. To afford access to available resources, to include supportive services, to eligible students in relation to TCAT Hohenwald enrollment into a participating GIVE2.0 Initiative.
- e. To assist TCAT Hohenwald Administration in determining the needs of area business and industry.
- f. To assist TCAT Hohenwald in aligning special industry training and continuing education classes for local area business and industry.
- g. To assist in providing career counseling and placement information to enrolled student population as applicable to the agency of participation.


5. Other Provisions

- a. Discussions regarding the partnership agreement that are of mutual benefit to the GIVE2.0 Partners may be conducted between the below MOU officials or by designated authority of the official to agree:
 - a. This agreement may be modified only by written amendment executed by all parties hereto.
 - b. Either party may terminate this agreement by giving written notice to the other at least 30 days before the effective date of termination.
- b. The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, American Disabilities Act of 1990, Executive Order 11,246 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or student because of race, religion, creed, color, sex, age, disability, veteran status or national origin.

The parties also agree to affirmative action measures to ensure that applicants are treated fairly and equitably during their enrollment or employment without regard to their race, religion, creed, color, sex, disability, veteran status or national origin. Such action shall include, but not limited to the following: Employment, upgrade, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection available to employees and applicants of employment.
- c. TCAT-H is self-insured under the provision of the Tennessee Claims Commission Act, T.C.A. Sections 9-8-301, et.seq., and TCAT-H's liability and to third parties, for the negligence of TCAT-H and its employees is subject to the provisions of that Act. Accordingly, any liability of TCAT-H for any damages, losses, or costs arising out of, or related to, acts performed by TCAT-H under this agreement is governed by the provisions of said Act.

IN WITNESS HEREOF, the parties cause this agreement to be executed.


LOCAL WORKFORCE ECONOMIC DEVELOPMENT AGENCY PARTNERS



Mr. Jerry Mansfield, Executive Director
South Central Tennessee Development District

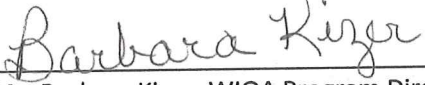
9/9/2021

Date



Kelli Kea-Carroll, President
Tennessee College of Applied
Technology Hohenwald
09/09/21

Date



Ms. Barbara Kizer, WIOA Program Director
Southern Middle Local Workforce Area

9/9/2021

Date



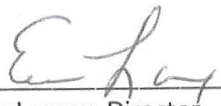
Mr. Walt Wood, SCTDD

9/9/2021

Date

IN WITNESS HEREOF, the parties cause this agreement to be executed.

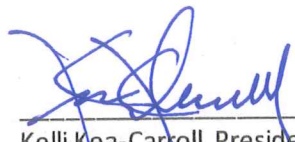
PERRY COUNTY GIVE PARTNERS



Mr. Eric Lomax, Director
Perry County Schools

9-10-21

Date



Kelli Kea-Carroll, President
Tennessee College of Applied
Technology Hohenwald

09/14/21

Date



Ginger Cagle, CTE Director
Perry County Schools

9/10/21


Date



Mr. John Carroll, County Executive
Perry County

9/10/2021

Date



Wes Ward, Mayor
Town of Linden

9/11/2021

Date

IN WITNESS HEREOF, the parties cause this agreement to be executed.

WAYNE COUNTY GIVE PARTNERS

Marlon Davis
Mr. Marlon Davis, Director
Wayne County Schools

9-13-21
Date

Jim Mangubat
Jim Mangubat, County Executive
Wayne County

9/9/2021
Date

Christine Chapman
Christine Chapman, Director
Wayne County Chamber of Commerce

9-9-21
Date

Jerry Hollis
Jerry Hollis, CEO/President
Hassell & Hughes Lumber Company

9-14-21
Date

Sarah Cook
Sarah Cook, Coordinator
The Digital Hub

9-13-21
Date

Lisa Thompson
Lisa Thompson, CTE Director
9/14/21
Date

Kelli Kea-Carroll
Kelli Kea-Carroll, President
Tennessee College of Applied
Technology Hohenwald

9/14/21
Date

John Hickman
John Hickman, City Manager
City of Waynesboro

9/14/2021
Date

Rena Purdy
Rena Purdy, Director
Wayne County JECDB

9/9/2021
Date

Brenda Sandusky
Brenda Sandusky, Owner
C'Wood Lumber Company

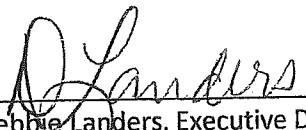
9-14-21
Date

Heather Warren
Heather Warren, BEC Site Director
Wayne County Schools

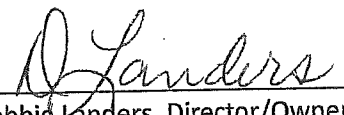
9-13-21
Date

IN WITNESS HEREOF, the parties cause this agreement to be executed.

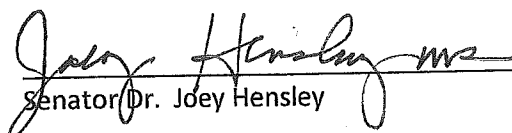
LEWIS COUNTY PARTNERS


Debbie Landers, Executive Director
Lewis County/Hohenwald Chamber
Nashville's Big Back Yard

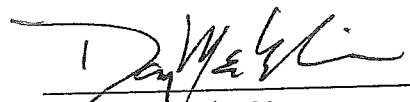
9-13-21
Date


Debbie Landers, Director/Owner
General Assembly Academy

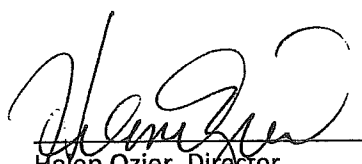
9-13-21
Date


Senator Dr. Joey Hensley

9-15-21
Date


Danny McKnight, Mayor
City of Hohenwald

9/15/21
Date


Helen Ozier, Director
Lewis Economic Development

09-15-21
Date



Perry County Schools

857 Squirrel Hollow Drive
Linden, TN 37096
931 589 2102 fax 931 589 5110
www.perrycountyschools.us

Mr. Eric Lomax, Director of Schools

Linden Elementary School
Lobelville School
Linden Middle School
Perry County High School
Perry County Virtual School

September 12, 2021

Governor Bill Lee
Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243

Governor Lee and Tennessee Higher Education Committee,

As the Perry County CTE Director, I am pleased to write a letter in support for the Tennessee College of Applied Technology Hohenwald's GIVE Grant 2.0 with the inclusion of Perry County Schools. The Tennessee College of Applied Technology Hohenwald (TCAT-H) has a strong relationship with Perry County High School which is evidenced through our current and past student dual enrollment opportunities, articulations agreements and industry certifications made available by TCAT-H to Perry County students. This partnership is 22+ years strong.

We are looking forward to continuing to partner with the TCAT-H by nurturing current offerings and expanding early post-secondary opportunities and industry certifications offered by the institution. With support from the GIVE Grant 2.0, plans are to expand certifications opportunities for our students by adding the ETA Customer Service Specialist to the Administrative Office Technology Program and Emergency Medical Responder (First Responder) to the Health Science Program. Forestry and Agriculture Technology Program will also be made available to senior dual enrollment students. Work-based learning opportunities will continue to be embedded throughout the community for participating students. Our GIVE Partnership with TCAT-H is the best fit to help us continue to produce students ready for post-secondary and/or the work force.

To conclude, I fully support the efforts of the Tennessee College of Applied Technology Hohenwald in our South Central Area Collaborative in seeking funding of the Governor's Investment in Vocational Education Grant 2.0 to benefit Perry County and the surrounding area. The GIVE Grant will work to improve Perry County's ability to afford technical education options to our Perry County School Students and benefit the workforce we serve alike.

Sincerely,

Ginger Graham Cagle
Perry County Schools
CTE Director/ Secondary Supervisor



SCTDD
101 Sam Watkins Boulevard
Mount Pleasant, TN 38474
Main Phone: 931-379-2929
Main Fax: 931-379-2640
Web: www.sctdd.org

August 10, 2021

Kelli Kea-Carroll, President
Tennessee College of Applied Technology
813 West Main Street
Hohenwald, TN 38462

Dear Kelli,

The purpose of this letter is to confirm our Partnership with you in the Governor's Investment in Vocational Education (GIVE) 2.0 Program. The proposed Technology Programs are a critical need for industries in our region. They will help meet the GIVE Program's Goal of providing a pathway from secondary to post-secondary training resulting in employment.

The Development District will continue our support through the grant period assisting in the continued alignment of academic programs based upon workforce analysis. Specifically data based, TCAT-Hohenwald intends to provide technical programs of instruction, to include Forestry and Ag Technology, to expand a certification option of "Customer Service" in Administrative Office Technology, as applicable, and to offer an Emergency Responder Course in one or more of the high schools in the south central area counties of the Tennessee College of Applied Technology Hohenwald's Service Area.

The Development District has been a participant with TCAT-H on many important projects and we plan to maintain this relationship with the GIVE Program. Being data driven along with industry collaboration, will provide students with the skills needed to meet actual employment needs. In attaining this education/employment goal, the TCAT will have a sustainable program.

Thank you for this opportunity to support an outstanding project in our region.

Sincerely,

Jerry Mansfield
Executive Director

Southern Middle Tennessee Local Workforce Board

LWSM
101 Sam Watkins Boulevard
Mount Pleasant, TN, 38474
Main Phone: 931-379-2929
Main Fax: 931-379-2640
Web: www.sctdd.org

August 10, 2021

Kelli Kea-Carroll, Ed. D., President
Tennessee College of Applied Technology
813 West Main Street
Hohenwald, TN 38462

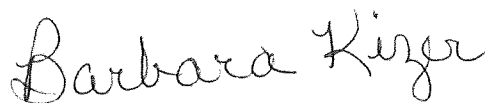
Dear Kelli,

The purpose of this letter affirms our participation with TCAT-H in the Governor's Investment in Vocational Education (GIVE) 2.0 Program.

The Southern Middle Local Workforce Program will assist with publicity in relation to the availability of the proposed Technology Programs which are a critical need for industries in our region. It will promote the GIVE Program's Goal of providing a pathway from secondary to post-secondary training. The results will be in positive employment program offerings to the general public and area employers. Additionally, the partnership will assist in recruiting and targeting the enrollment of students to include full-time, part-time, special industry and dual enrollment participants. Finally, the Program will afford access to available workforce resources to support TCAT enrollments.

The Southern Middle Workforce Program has been a participant with TCAT-H on many important projects in aligning special industry training and continuing education classes for local area business and industry. Plans are to continue this relationship with the GIVE 2.0 Program. The proposed Technology Programs are a critical need for industries in our region. It will meet the GIVE Program's Goal of providing a route from secondary to post-secondary training resulting in employment.

Sincerely,



Barbara Kizer
WIOA Program Director
Southern Middle Local Workforce Area

Joey Hensley, MD
State Senator District 28
Maury, Lawrence, Giles, Wayne,
Lewis and Perry Counties

Legislative Address
425 Rep. John Lewis Way N.
Suite 742 Cordell Hull Bldg.
Nashville, TN 37243

Home address
855 Summertown Highway
Hohenwald, TN. 38462

Senate State of Tennessee

Nashville

Committees

Finance, Ways and Means
2nd Vice Chairman
Revenue Sub Committee
Chairman
Member
Education Committee
Health and Welfare Committee
Council on Pensions and Insurance

Office: (615) 741-3100

Cell: (931) 212-8823

Fax: (615) 253-023

sen.joey.hensley@capitol.tn.gov

September 15, 2021

Governor Bill Lee
Higher Education Commission
600 Dr. M. L. K. Jr. Blvd.
Nashville, TN 37243

To the Grant Committee,

I am pleased to have the opportunity to offer this letter of support TCAT
Hohenwald's application for a 2021-2022 Give 2.0 Grant.

This grant will be used to expand the Forestry and Ag Technology Program to Wayne
and Perry Counties, help with the instructor salary, and many pieces of equipment,
which will also go along with the Innovative Grant. In addition, TCAT plans to
expand Emergency Responder to the Health Science Programs of the high schools.

I believe TCAT Hohenwald is a worthy recipient of this grant funding. This funding
will improve the community and be very beneficial to the residents in these areas.
Please reach out to me at 615-741-3100 if you have any questions.

Sincerely,



Joey Hensley, MD
State Senator



EST. 1929

HASSELL & HUGHES LUMBER CO., INC.

MANUFACTURERS OF QUALITY HARDWOOD LUMBER, FLOORING & GREENWAY PELLETS

P.O. BOX 68
608 HWY. 13 SOUTH
COLLINWOOD, TN 38450

TELEPHONE 931-724-9191
FAX 931-724-4714

August 25, 2021

Mr. Randy Young
Tennessee College of Applied Technology Hohenwald
813 West Main St.
Hohenwald, TN 38462

RE Industry Support Letter – Forestry

Dear Mr. Young,

As a procurement forester of 41 years, I have firsthand knowledge of the actual equipment used in the timber industry, and I am aware of the dangers of amateur use of such equipment. The proposed CAT simulator you wish to purchase and utilize in the classroom would assist students in learning how to load logs in a simulated environment before a student would have to accomplish this job task in a real setting. The simulation practice would allow students to experience the skills needed to be successful in the logging industry.

As legislative committee chairman with the Tennessee Forestry Association, our industry is always looking for quality trained forestry workers or technicians who can perform many jobs at different skills levels. The Forestry Program's ability to attain some simulation equipment will be a key asset to the success of the program. Any type of forestry equipment is extremely costly. The simulation equipment will help ensure students are properly trained.

I support the efforts of the TCAT Hohenwald to acquire simulation equipment for students prior to entering the work world. A hands-on, trained graduate would be a much better worker in the forestry industry as opposed to an untrained worker.

Sincerely,

Johnny Heard

4Cs FARMS

MARK CARROLL, OWNER/OPERATOR

176 Claude Carroll Rd.

Hohenwald, TN 38462

Phone: 931-619-6695

Home: 931-796-7593

E-mail: markkelli@bellsouth.net

MARK CARROLL, OWNER/OPERATOR

September 13, 2021

Governor Bill Lee
State Capitol
Nashville, TN 37243


Governor Lee and Higher Education Commission,

I am writing in support of the GIVE 2.0 Grant as submitted by Tennessee College of Applied Technology (TCAT) Hohenwald to expand forestry related careers. TCAT Hohenwald has proposed and is the process of implementing a Forestry & Ag Technology Program. As a farm and forestry related employer in the south central area, the workforce has needed this program for years. This part of Tennessee's economic development is highly driven by those two industry fields.

4Cs Farms is looking for quality trained skilled personnel who are able to perform on multiple levels. Technicians and workers require various skill sets that are needed to be successful in the forestry and agriculture field. Hand-on training with critical thinking skills applicable to the job to be performed is much preferred, just like many of the programs TCAT offers. Often advanced training on simulation equipment prior to operation or a better understanding of advanced technologies helps one's knowledge and enhances a students' skill set. The Tennessee College's ability to educate and purchase such forestry and ag equipment will assist graduates with placement once they have graduated.

I definitely support the efforts of the TCAT Hohenwald in their submission of the GIVE 2.0 Grant to acquire forestry and ag related equipment to be utilized in their Forestry and Ag Technology Program to educate their students. A quality technical education with exposure to real-live work experience is a must in the forestry industries' hiring practices. A skilled TCAT graduate makes the interview process much easier.

Sincerely,



Mark C. Carroll
Owner/Operator



KANSON ELECTRONICS INC.



245 FORREST AVE.

HOHENWALD, TN 38462

PHN: 931-796-3050

FAX: 931-796-3956

WEB: <http://www.issc-kanson.com>

EMAIL: info@issc-kanson.com

September 13, 2021

Governor Bill Lee
State Capitol
Nashville, TN 37243

Governor Lee,

As a local employer within the south central area, particularly in the industrial field, we are always looking for quality trained skilled technicians who are able to perform at an optimum level. Various skill sets are needed in order to do so. Often advanced training on simulation lab equipment or a better understanding of advanced technologies extends one's knowledge and enhances a students' skill set. The Tennessee College's ability to attain such equipment will assist graduates in placement within the industry field.

In closing, we support the efforts of the Tennessee College of Applied Technology Hohenwald GIVE 2.0 Grant in their efforts to acquire advanced technologies related to the ever-changing work world to be utilized in the post-secondary education of their students. A quality technical education is a critical piece to any industry's hiring practices, coupled with a skilled graduate, makes the process much easier.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jennifer McDonald".

Jennifer McDonald
Operations Manager
Kanson Electronics Inc.